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| **Tenant’s Move-In Checklist** |
| ***Please do the following 3 weeks prior to the move in date:*** |
| [ ]  | Submit Monthly rents to: [Reference Rental Remittance Information](http://www.capellatowerat225.com/tenant-handbook-new/building-operations/rental-remittance) |
| [ ]  | Reference the [Insurance Requirements Information](http://www.capellatowerat225.com/tenant-handbook-new/building-operations/insurance-requirements) and forward the Tenant Certificate of Insurance to capellatower@shorenstein.com. |
| [ ]  | Complete the [Tenant Move-In Form](http://www.capellatowerat225.com/download_file/view/179/545) and email it to dpeterson@shorenstein.com. |
| [ ]  | Complete the [Tenant Information Form](http://www.capellatowerat225.com/download_file/view/178/545) and email it to dpeterson@shorenstein.com. |
| [ ]  | Contact Parking at 612-338-2101 or ltronnes@spplus.com to contract for parking or parking questions. |
| [ ]  | Contact your Cable Vendor to add telecom cabling to the space. Your vendor will need to contact Matt Bergland with Gephart at matt.bergland@gephartlvs.com for cabling within the riser system.  |
| [ ]  | Pick up suite keys and access cards from the General Manager. |
| [ ]  | Review the [Building’s Moving Procedures](http://www.capellatowerat225.com/tenant-handbook-new/building-operations/moving-procedures). |
| [ ]  | Attend a scheduled pre-walk to view the existing conditions of the space with the General Manager.  |
| [ ]  | Inform your employees to submit an [Amenities User Agreement Form](http://www.capellatowerat225.com/tenant-handbook-new/forms) to the Building Management Office to access the following building amenities: Bike Storage Rooms and Capella Tower Health Club. |
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| ***Please do the following on and after the move in date:*** |
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| [ ]  | Attend a Post walk with the General Manager to check for damages during the move. |
| [ ]   | Review the [Tenant Handbook](http://www.capellatowerat225.com/tenant-handbook-new/introduction/welcome). The Tenant Handbook is a resource of information you need for your building including operations, services, sustainability, building rules and regulations.  |
| Capella Tower225 South Sixth Street, Suite 250Minneapolis, MN 55402612-672-3011 |